

STEPS TO FOLLOW

FOR TRANSPORTING A COFFIN

FROM OMAN TO PAKISTAN

- 1) Assuming that the person whose coffin is to be transported has died at SQU Hospital, the doctor on duty In Hospital's Accident and Emergency (A&E) will input required information about the dead person in the computer system and then you will have to go to SQUH Office of Medical Records to get a printout of completed **Notification of Death Form** (see appendix for a sample of the form).
- 2) The, you take the completed Notification of Death Form to the SQU Police/Security Office, located in the ground floor of the Administration Building, which will provide you with two letters: one letter will be the official **SQU Police Notification of Death** to be given at the Directorate of Civil Status (same office which issues resident cards) (see appendix for a sample) and the second letter (in a sealed envelope) will be for ROP Hospital to give an appointment for embalming of dead body and preparation of the coffin for overseas transport.
- 3) Take the SQU Police Notification of Death Letter to the Embassy of Pakistan, along with copies of ALL dead person's identity documents (like NICOP, passport, resident card, etc.) to get the **NO OBJECTION CERTIFICATE (NOC)** from the Embassy for transport of dead body (see appendix for a sample). The embassy will also CANCEL the deceased person's passport and return it to you. Any "wasta" at the Embassy can help in speeding up the issuance of NOC so do take someone familiar with any superior Embassy staff with you to the Embassy for this purpose.
- 4) Take the NOC letter from the Embassy, along with the SQU Police Notification of Death Letter issued in Step 2, to the ROP Directorate of Civil Status to get the **Omani Death Certificates** of the deceased in both Arabic and English. (see appendix for samples). You will need Omani Director of Administration of your College or his designated person to accompany you to the Directorate at this step.

- 5) Take the sealed envelope addressed to ROP Hospital, along with the official death certificates, to the ROP Hospital in order to get appointment for dead body embalming and preparation of coffin. The ROP Hospital will write and confirm the date/time of appointment on the sealed enveloped letter.
- 6) Take the letter obtained in Step 5 with confirmation of date/time of appointment for coffin embalmment at ROP Hospital to the SQUH Office to arrange for dead body to be released by SQUH and transported to the ROP Hospital on the day of the appointment. On the day of appointment, SQUH will issue you **RELEASE OF DECEASED PATIENT FORM** (see appendix for a sample of this form) and transport the dead body to ROP Hospital in an ambulance.
- 7) ROP Hospital will take the dead body and, upon payment of charges in CASH, embalm the dead body and put it in a wooden box. It will issue three certificates: (i) **EMBALMING AND SEALING CERTIFICATE**, (ii) **CERTIFICATE REGARDING CONTENTS OF COFFIN**, and (iii) **CERTIFICATE REGARDING ABSENCE OF ANY QUARANTINABLE OR INFECTIOUS DISEASE**. (see appendix for samples of these certificates). You will also pay in CASH at the ROP Hospital for transportation of the coffin to the cargo section of the airport.
- 8) Prepare **11 copies** of each these **SIX documents**: (i) Embassy's NOC Letter obtained in Step 3 (ii) Deceased cancelled passport with Omani visa obtained in Step 3 (iii) official Omani death certificates in ENGLISH and ARABIC obtained in Step 4 (iv) **EMBALMING AND SEALING CERTIFICATE** obtained in Step 7 (v) **CERTIFICATE REGARDING CONTENTS OF COFFIN** obtained in Step 7, and (vi) **CERTIFICATE REGARDING ABSENCE OF ANY QUARANTINABLE OR INFECTIOUS DISEASE** obtained in Step 7. The cargo section at the airport will take these copies and arrange for transport of the coffin as per your choice of flight. You will pay cargo fee in CASH for the transportation of the dead body and they will issue you the required cargo documents for collection of body at your choice of airport in Pakistan. Make sure that you have already arranged, through some travel agent, for your air ticket on the same flight on which the coffin will be transported as cargo. Since the return airfare to any airport in Pakistan obtained in emergency can be quite expensive (you may even have to buy ticket in Business class), it is advisable to buy only one-way ticket to Pakistan at the time of transporting the coffin and then buy your return ticket from Pakistan.

- 9) On the day of your flight/coffin transport, go to the airport and at the time of your check-in with the airline, show the cargo's documents about the coffin to the check-in counter agent so that the airline can confirm that the coffin is being transported on the same flight. At the immigration counter, while you present your passport with boarding pass, also present deceased cancelled passport with Omani visa (along with cargo issued documents) so that the immigration officer can cancel the Omani visa of the deceased.
- 10) Upon arriving at airport in Pakistan, go directly to the cargo section of your airport and claim the coffin, either by yourself or through a customs agent (depends on the airline). Make sure that you have arranged for an ambulance in Pakistan to transport the coffin from the airport to the city of your destination.
- 11) After the burial, while in Pakistan, visit NADRA office to get Pakistani death certificate of the deceased person also. (see appendix for a sample).

IMPORTANT NOTES:

- a) For each successive step mentioned above, make sure that you have several copies of the deceased identity documents like passport, ID card, resident card, etc. along with the copies of the documents issued by any agency/organization in the previous step.
- b) As of 2016, total minimum expenditure in Oman for getting required documents and to transport the dead body (along with personal airfare) was about Omani Rials 1000/- in CASH. Credit cards are rarely accepted so always keep sufficient cash in hand.
- c) If you are going to be needing death certificates to claim inheritance or money deposited in deceased's bank accounts, you will have to get the official death certificates (in both Arabic and English) attested by Oman's Attestation Office, followed by the relevant Embassy of the deceased country of nationality. If you are going to use NADRA issued death in Oman for any reason, you will need to get it attested from the Ministry of Foreign Affairs Attestation Office in Islamabad followed by the Embassy of Oman in Islamabad.



جامعة السلطان قابوس تبليغ وفاة

Notification of Death Form

مسجل الاستمارة: 01 D1600100106

Form Serial No.

Notification Date: 2016-02-29 تاريخ الإبلاغ

Full Name of Deceased: [Redacted]		اسم المتوفى بالكامل: [Redacted]	
Deceased sex: [Redacted]	Religion: [Redacted]	Nationality: [Redacted]	Occupation: [Redacted]
Id Card/Passport No: [Redacted]	Passport Issue Date: [Redacted]	Date of Birth: [Redacted]	Place of Birth: [Redacted]
Gregorian: 2016-02-29		Hijri: 1437-05-20	
بالأحرف: ٢٩ فبراير سنة الفين وستة وعشرة		بالأحرف: ٢٩ جمادى الأولى سنة الف وربعمائة وسبعة وثلاثون	
Time of Death: [Redacted]		Place of Death: [Redacted]	
Address: [Redacted]		Village: [Redacted]	
Way No: [Redacted]		Building No: [Redacted]	
Street Name: [Redacted]		Postal Code: [Redacted]	
Full Name: [Redacted]			
Id Card/Passport No: [Redacted]			
Full Name: [Redacted]			
Id Card/Passport No: [Redacted]			
Relationship to Deceased: [Redacted]			
Id Card/Passport No: [Redacted]			
Address: [Redacted]			
Village: [Redacted]			
Way No: [Redacted]			
Building No: [Redacted]			
Street Name: [Redacted]			
Postal Code: [Redacted]			
I, the undersigned, declare, on my full responsibility, that the above particulars are true.			
Signature: [Redacted]			
Notifying Institution: [Redacted]			
Registrar Name: [Redacted]			
Informer Name: [Redacted]			
Signature: [Redacted]			
Cause of Death: [Redacted]			
Maternal Death: [Redacted]			

Sultanate of Oman
Royal Oman Police
Muscat Governorate
Headquarters

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



سلطنة عُمان
شرطة عُمان السلطانية
قيادة شرطة محافظة مسقط

المقدم / ضابط أمن الأحوال المدنية ... المحترم الإدارة العامة للأحوال المدنية

الموضوع: الهالكه المدعوه/

الرقم المدني :

نود إفادتكم بأن الهالكه المذكورة أعلاه قد وافتها المنية يوم الاثنين الموافق ٢٠١٦/٢/٢٩م وعلى حسب استمارة التبليغ عن الوفاة الصادرة من مستشفى جامعة السلطان قابوس بأن الوفاة طبيعية ولا توجد شبهة جنائية.. هذا بما وجب إشعاركم به.. ولإجراء اتكم.

ونفضلوا بقبول فائق الاحترام والتقدير . . .


المقدم / محمد بن سعيد البادي
مدير إدارة أمن الجامعة



نسخة إلى :-
ملف الحفظ .

9/ ضبط 23/ 2016م التاريخ : 20/ جمادى الأولى 1437هـ الموافق : 29/ فبراير 2016م

ص.ب: ٣ الرمز البريدي 116 سلطنة عُمان هاتف : (+968 24648015/24648007) فاكس : (+968 24648032) البريد الإلكتروني : ropnet@omantel.net.om

P.o Box: 3 Postal Code: 116 Sultanate of Oman Tel: (+96824648015/24648007) Fax: (+96824648032) E.Mail: ropnet@omantel.net.om

*Embassy of the
Islamic Republic of Pakistan
Muscat
Sultanate of Oman*



سلطنة عُمان
جمهورية باكستان الإسلامية
مسقط
سفارة

Number 6/970/2016-CWA
February 29, 2016

رقم . 2016/970/6 - ش ج

تاريخ: 29 فبراير 2016

في من يهمل الامر

TO WHOM IT MAY CONCERN

It has been reported to the Embassy of the Islamic Republic of Pakistan Muscat that [REDACTED] a Pakistani National (Passport No. [REDACTED]) died in Muscat, Sultanate of Oman on 29.02.2016. The cause of death as per hospital Intofication is [REDACTED].

هذا للافادة بان ابن السيدة [REDACTED] باكستانية جنسية تحمل جواز سفر رقم [REDACTED] قد توفيت في مسقط في سلطنة عمان بتاريخ 2016/2/29 بسبب مفاجيء حسب تقرير المستشفى

This NOC is given on the request of [REDACTED] a Pakistani national (Passport No. [REDACTED] 7), [REDACTED] of the deceased and accompanying with the dead body, without any financial/ legal responsibility on the part of Embassy of Pakistan, Muscat.

لقد تم اصدار هذه الشهادة بناءا على طلب [REDACTED] الفاضل [REDACTED] باكستاني الجنسية يحمل جواز سفر رقم [REDACTED] تتحمل السفارة الباكستانية في مسقط اية مسؤولية قانونية او رسمية.

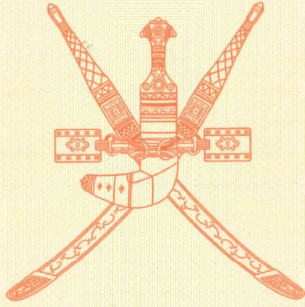
This Embassy has no objection if human remains of late [REDACTED] are transported to Pakistan without Postmortem.

ليس لدى هذه السفارة مانع من نقل جثمان المتوفاه سايقة طارق الى باكستان دون تشريح الجثة

(Dr. Naveed Atif)
Consular (Immigration)



سُلْطَانَةُ عُومَانِ



شُرْطَةُ عُومَانِ السُّلْطَانِيَّةِ
الإدارة العامة للأحوال المدنية

SULTANATE OF OMAN



ROYAL OMAN POLICE
DIRECTORATE GENERAL
OF CIVIL STATUS

شهادة وفاة

تاريخ الوفاة الهجري : ١٤٣٧/٠٥/٢٠
(العشرون من جمادي الأول لعام ألف و أربعمائة و سبعة و ثلاثين).

تاريخ الوفاة الميلادي : ٢٠١٦/٠٢/٢٩
(التاسع والعشرون من فبراير لعام ألفين و ستة عشر).

مكان الوفاة : مسقط/مسقط
تاريخ إصدار الشهادة : ٢٩ - فبراير ٢٠١٦
مكان الإصدار : السبيل مبنى 2

الرقم المدني : ٦٥٨٨٠٤٥٥
اسم المتوفى : [REDACTED]
الجنس : أنثى
الديانة : الاسلام
الجنسية : باكستانية

تاريخ الميلاد الميلادي : [REDACTED]
(أ)



[Signature]

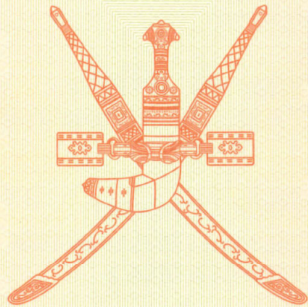


ملحوظة: أي كسح أو تغيير في البيانات يلغي الشهادة

This document is not valid if modified or altered in any way

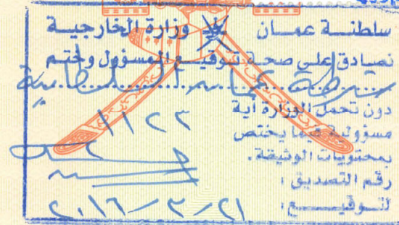
الرقم المتسلسل : 9869161805\O

سُلْطَانَةُ عُومَان



شُرْطَةُ عُومَان السُّلْطَانِيَّة
الإدارة العامة للأحوال المدنية

SULTANATE OF OMAN



ROYAL OMAN POLICE
DIRECTORATE GENERAL
OF CIVIL STATUS

CERTIFICATE OF DEATH

Civil Number : 65880455

Name : [REDACTED]

Sex : Female

Religion : Islam

Nationality : PAKISTANI

Date of Birth (Gregorian) : [REDACTED]

Date of Death (Hijri) : 20/05/1437

(twentieth of Jumada I year one thousand four - hundred and thirty seven).

Date of Death (Gregorian) : 29/02/2016

(twenty ninth of February year two thousand and - sixteen).

Place of Death : MUSCAT/MUSCAT

Date of Issue (Gregorian) : 29-February-2016

Place of Issue : SEEB BUILDING 2



ملحوظة: أي كسح أو تغيير في البيانات يلغي الشهادة

This document is not valid if modified or altered in any way

Serial Number : 9869161805\C1



RELEASE OF DECEASED PATIENT OR ORGAN

استلام الميت أو أحد أعضاء المريض

NAME OF THE DECEASED: اسم الميت:
ID NO.: رقم البطاقة: AGE & SEX: العمر والجنس:
HOSPITAL NO.: رقم المستشفى:
I, the undersigned, أنا الموقع أدناه ..
NAME: الأسم:
ID NO.: رقم البطاقة: ADDRESS: العنوان:
RELATIONSHIP TO THE DECEASED: صلة القرابة بالمتوفى:

Hereby certify that I have today removed the body or
organ, of the above-mentioned from the Sultan Qaboos
University Hospital.

بهذا أشهد بأنني تمت اليوم بنقل جثمان أو أحد أعضاء
المذكور أعلاه من مستشفى جامعة السلطان قابوس.

Time: الوقت: Date: التاريخ:
Signature: التوقيع:
Signature of Hospital Official: توقيع موظف المستشفى:
ID No.: رقم البطاقة:





**EMBALMING AND SEALING
CERTIFICATE**

F:156/2016

Name of Deceased : _____

Age and Sex : _____

Address : _____

C/o. THE EMBASSY OF PAKISTAN

SULTANATE OF OMAN

Nationality : _____

PAKISTANI

Time and Date of Death : _____

29/2/2016

Cause of Death : _____

This is to certify that the body of the deceased has been completely embalmed and placed in a metal container which has been completely sealed and is airtight .
The body will be free from decomposition for a period of one week .

Signature of medical officer

NASR ALSAYED ALI
FORENSIC TECHNICIAN

01/03/2016

Date of Certification

Official Stamp





**CERTIFICATE REGARDING CONTENTS OF
COFFIN AND SEALING OF THE CONTAINER**

F:156/2016

Name of Deceased : _____

Age and Sex : _____

Address : _____ C/o.EMBASSY OF PAKISTAN.

_____ SULTANATE OF OMAN

Nationality : _____ PAKISTANI.

Time and Date of Death : _____ 29/2/2016

Cause of Death : _____

I certify that the coffin containing only the body of the deceased has been inspected and found to have been suitably packed in accordance with international requirements. The metal Container has today been hermtically sealed in my pressence .

Signature of Representative of
Dir. General of Customs , Sultanate of Oman .

CK

Signature of Representative of
Royal Oman Police , Sultanate of Oman .

Date of Certification : _____ 01/03/2016

Official Stamp





**CERTIFICATE REGARDING ABSENCE OF ANY
QUARANTINABLE OR INFECTIOUS DISEASE
AT THE TIME OF DEATH**

F:156/2016

Name of Deceased : _____

Age and Sex : _____

Address : _____ C/o. THE EMBASSY OF PAKISTAN

_____ SULTANATE OF OMAN

Nationality : _____ PAKISTANI.

Time and Date of Death : _____ 29/2/2016

This is to certify that the deceased was not suffering from any quarantinable or infectious disease at the time of death .

ACCORDING TO THE AVAILABLE PAPERS

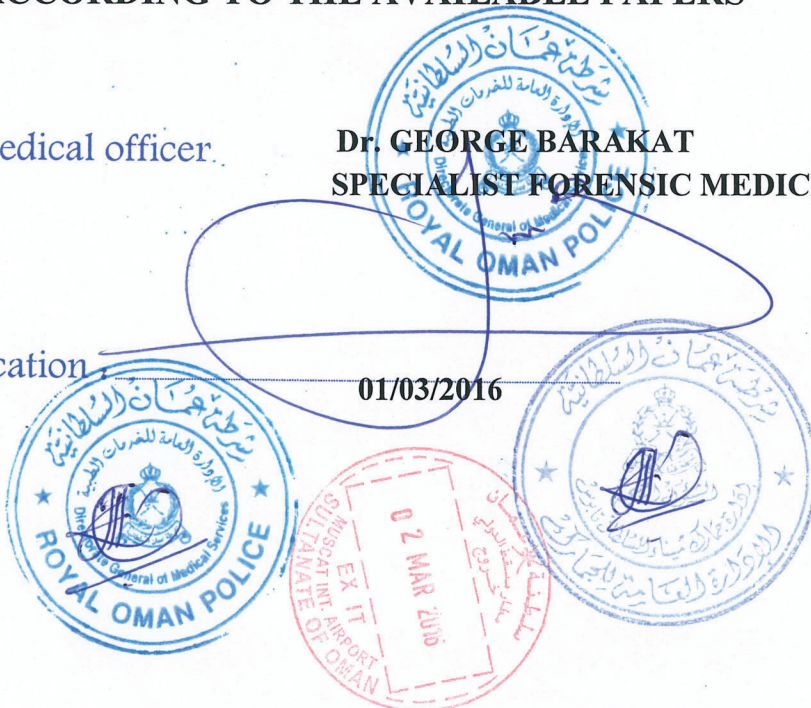
Signature of medical officer.

**Dr. GEORGE BARAKAT
SPECIALIST FORENSIC MEDICINE**

Date of Certification

01/03/2016

Official Stamp





P05438495



حکومت خیبر پختونخوا پاکستان

THE GOVT OF KHYBER PAKHTUNKHWA PAKISTAN

وفات سرٹیفکیٹ

DEATH CERTIFICATE

CRMS No. [REDACTED]
NATURE OF DEATH : NORMAL

FORM No: P05438495

درخواست دہندہ کا نام: [REDACTED]
 درخواست دہندہ کا شناختی کارڈ نمبر: [REDACTED]
 متوفی کا رشتہ: [REDACTED]
 پتہ: [REDACTED]

متوفی کا نام / شناختی کارڈ نمبر	شوہر کا نام / شناختی کارڈ نمبر	تاریخ پیدائش	جنس	مذہب	جائے وفات / تاریخ	تاریخ دفن	وجہ موت	مدت علالت
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

APPLICANT NAME: [REDACTED]
 APPLICANT CNIC: [REDACTED] RELATION WITH DECEASED: [REDACTED]
 ADDRESS: [REDACTED]

DECEASED NAME/ CNIC	HUSBAND NAME/ CNIC	DATE OF BIRTH	SEX	RELIGION	PLACE/DATE OF DEATH	DATE OF BURIAL	REASON OF DEATH	SICKNESS PERIOD
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

☒ BLOOD RELATION ☐ PERSON CAUSING DISPOSAL OF BODY

NAME: [REDACTED]
 CNIC: [REDACTED]
 GRAVEYARD NAME: [REDACTED]
 ENTRY DATE: [REDACTED]
 ISSUE DATE: [REDACTED]

نام: [REDACTED]
 شناختی کارڈ نمبر: [REDACTED]
 قبرستان کا نام: [REDACTED]
 تاریخ اندراج: [REDACTED]
 تاریخ اجراء: [REDACTED]
 اضافی معلومات: [REDACTED]

ADDITIONAL INFORMATION:

Muhammad Amir Shah
 دستخط:
 سیکریٹری یونین کونسل

کھلاہٹ (44) ضلع: ہری پور

Secretary
 Union Council Khalabat
 Haripur